



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR SCHOOL
FORT KNOX, KENTUCKY 40121-5000

ATZK-DAS-Q(350)

17 August 2005

MEMORANDUM FOR SEE DISTRIBUTION


SUBJECT: Policy Memo No. 8-05 – Clarification of Test Control Procedures

1. This memo replaces Policy Memo No. 8-02 – Clarification of Test Control Procedures dated 27 August 2002 and clarifies test control procedures.
2. References:
 - a. TRADOC Memorandum, ATTG-CD, 6 Oct 01, subject: Test Policy and Procedures Memorandum and Enclosures.
 - b. TRADOC Reg 350-70, Chapter VI-7, para VI-7-7.
3. The following procedures are to be followed for test control:
 - a. Unit must have a copy of TRADOC Memo dated 6 Oct 01.
 - b. Unit must have a test control SOP that covers requisitioning, storing, scheduling, disposition, security and marking of test materials.
 - c. A Test Control Officer and an Alternate Test Control Officer must have appointment orders.
 - d. Unit must designate in writing who has access to test materials.
 - e. Test materials must be secured in locked containers or cabinets. Proper key control to these sensitive containers must be exercised as with other sensitive keys.
 - f. Test materials must be marked "FOUO-Sensitive Examination (Testing) Materials" or similar words. Paper versions of tests must have this warning on each page as well as the cover sheet. All electronic versions (portable disks/diskettes/floppies/ZIP/CDs should have the above warning as well as the warning "Do not copy, print, transmit, or save unless specifically authorized" (or words to this effect) on the first page/screen seen when opening the file.
 - g. Test Booklets must be serial numbered as well as the paper pages in the booklet.

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- h. Test materials must be inventoried at least quarterly and a record made of the inventory.
 - i. Test materials must be accounted for at all times (sign-in/sign-out log, hand receipt, etc).
 - j. Unit must maintain a destruction log for all test materials that are destroyed (date of destruction, method of destruction, who was responsible for destruction and the exact material that was destroyed).
 - k. All personnel in test vault must be familiar with test security measures.
4. POC is Trecia Shrode, DSN 464-6692.


ROBERT VALDIVIA
COL, Armor
Director, Armor School

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